

**DEPARTMENT OF BENEFIT PAYMENTS**  
744 P Street, Sacramento 95814

August 1, 1975

ALL-COUNTY LETTER NO. 75-160

TO: COUNTY WELFARE DIRECTORS

SUBJECT: CWD ORGANIZATIONAL STRUCTURE QUESTIONNAIRE

REFERENCE:

This letter transmits a questionnaire on CWD organizational structure. The purpose of the questionnaire is to provide the County Administrative Expense Control Bureau with a comprehensive understanding of the differences and similarities in the various approaches to managing a county welfare department. This information will assist the bureau in its analysis of the variations in the administrative costs of various counties which will be taken into account in the development of the allocations of the state share of these costs. Please complete and return by August 8, 1975.

If you have any questions regarding the questionnaire, you may call Kathy Farmer at 916/322-5802.

Sincerely,

*Kyle S. McKinley*  
GARY G. ADAMS  
Deputy Director

**OBSOLETE**Superseded by QCL 77-15Issued 3-17-77

Attachment

cc: CWDA

## CVD ORGANIZATIONAL STRUCTURE QUESTIONNAIRE

### I. Organization - General

a. Is a departmental organization chart available? If yes  
please attach. Yes No  
☐ ☐

b. Is the welfare department part of a multi agency organiza-  
tion, i.e., health, welfare and probation? ☐ ☐

c. Does the welfare department have district offices? ☐ ☐  
List Offices

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(1) Do the district offices provide all eligibility  
functions the main office does? ☐ ☐

If no, which functions do they provide?

\_\_\_\_\_  
\_\_\_\_\_

(2) Are district offices supervised by district managers? ☐ ☐

If no, how?

\_\_\_\_\_  
\_\_\_\_\_

- d. Does the department operate through conventional direct line supervisory relationships? Yes ☐ No ☐

If no, how?

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- e. List special units which provide staff support services such as, management analysis, regulations training, legal, etc.

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## II. Intake Functions

- |  |      | Yes                      | No                       |
|--|------|--------------------------|--------------------------|
| a. Is there a separate intake unit for?  | AFDC | <input type="checkbox"/> | <input type="checkbox"/> |
|  | NAFS | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the county utilize the group intake process for?   | AFDC | <input type="checkbox"/> | <input type="checkbox"/> |
|  | NAFS | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is there a separate unit which does intake screening for?   | AFDC | <input type="checkbox"/> | <input type="checkbox"/> |
|  | NAFS | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Is it the policy of the county to put their most experienced and reliable workers in the intake unit? | AFDC | <input type="checkbox"/> | <input type="checkbox"/> |
|  | NAFS | <input type="checkbox"/> | <input type="checkbox"/> |

e. Are the intake worker positions staffed at the highest worker classification? Yes No  
AFDC ☐ ☐

NAFS ☐ ☐

What level is used? \_\_\_\_\_

f. How many workers in the intake unit? AFDC \_\_\_\_\_

NAFS \_\_\_\_\_

### III. Continuing Function

a. Is there a group reinvestigation process? Yes No  
☐ ☐

b. What is the journeyman working level for eligibility in AFDC and NAFS?  
i.e., EW I, EW II.

AFDC \_\_\_\_\_

NAFS \_\_\_\_\_

c. How many workers in the continuing unit?

AFDC \_\_\_\_\_

NAFS \_\_\_\_\_

d. Are there units with specialized caseloads in AFDC continuing i.e., stepfather, income, UAM, etc. Yes No  
☐ ☐

List \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Are there units with specialized caseloads in NAFS?

Yes No  
☐ ☐

List \_\_\_\_\_  
\_\_\_\_\_

IV. Specialized Functions AFDC

a. Does the county have a separate unit to perform any of the following

eligibility activities: Authorizing Actions 278L

Yes No  
☐ ☐

Budget Computations

☐ ☐

Overpayment Computation & Adjustment

☐ ☐

Fraud Referrals

☐ ☐

Appeals & Fair Hearings

☐ ☐

Earnings Clearance System

☐ ☐

Child Support Collections

☐ ☐

Reinvestigations

☐ ☐

List any other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. What classifications are used to staff the activities identified in (a) above for which your county has a special unit, i.e., EW, clerk, etc.?

Activities

Classifications

Authorizing Actions 278L

\_\_\_\_\_

Budget Computation

\_\_\_\_\_

Overpayment Comp. & Adj.

\_\_\_\_\_

Fraud Referral	_____
Appeals & Fair Hearings	_____
Earnings Clearance	_____
Child Support Collections	_____
Reinvestigations	_____
Other _____	_____
_____	_____
_____	_____

c. Who performs intercounty transfer cases in AFDC and NAFS,  
i.e., Intake or Continuing?

AFDC \_\_\_\_\_

NAFS \_\_\_\_\_

V. Specialized Functions NAFS

List Separate units performing specialized activities and classifications.

<u>Activity</u>	<u>Classification</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Return To: Department of Benefit Payments  
County Administrative Expense Control  
744 P Street, Mail Station 18-02  
Sacramento, CA 95814